

February 10, 1954

10578
1

Minutes
Executive Committee
November 20 - 21, 1953
Columbus, Ohio

Attendance

Brooks Potter, President	Maxwell Hahn
C. W. Pfeiffer, Second Vice-President	Mrs. John Mason Moore
Joseph P. Anderson, Third Vice-President	Elizabeth Ross
Harleigh B. Trecker, Secretary	William Schmidt
Arch Mandel, Treasurer	Violet Sieder
Arthur Altmeyer	Sanford Solender
Leona Baumgartner, MD	Mrs. Sumner Spaulding
Frederick Daniels	Emil Sunley
Albert Deutsch	Bessie Touzel
Frank T. Flynn	Mrs. Louise B. Trigg
Ann E. Geddes	Wayne Vasey
	Ellen Winston

Staff

Joe R. Hoffer, Executive Secretary
D. E. Proctor, Assistant Executive Secretary
Ruth Williams, Assistant Executive Secretary
Frances Schmidt, Public Relations Consultant
Ella Wyatt, Administrative Assistant
Dorothy Hankins, Administrative Assistant

Brooks Potter, presiding

I. Approval - Minutes of May 31 and June 5, 1953 meetings

It was moved and seconded and passed that the minutes of the May and June meetings of the Executive Committee be approved in the form in which they were distributed.

II. Election - Treasurer - 1953-54

Mr. Mandel was unanimously elected as Treasurer of the Conference for the year 1953-54.

III. Information - Report on administrative developments since last meeting -
Joe R. Hoffer

The Executive Secretary gave his administrative report, a copy of which was sent to all committee members.

Regional Institute on Methods of Social Action. A report on the regional meeting in New Orleans under the auspices of the Conference and the Louisiana Conference of Social Welfare was given by Mrs. Trigg who was in attendance and who felt it had been very successful. There were more than 200 enthusiastic participants in the institute with speakers and clinic consultants of

national reputation. The registrants included practitioners in health and housing and laymen from these fields. There was also significant representation from labor.

The Executive Secretary reported that because of the very high caliber of the institute, there had been a general demand for publication of the proceedings for use by other state conferences. Editors have been appointed and plans made for compilation of papers and discussions.

Educational Trip To Germany. Ruth Williams made a brief report on her trip to Germany during the past summer. She said eight persons from the field of social welfare in the United States were entertained by the German Government for a 30-day period. The accomplishments of the German people in reconstruction since the war have been phenomenal and were deserving of the pride which the people there have in them. She raised a question about the way the members of the group had been selected and suggested that in the future it might be desirable for other national organizations to have an opportunity to suggest candidates. She also expressed the opinion that better use might be made of the experience opportunity provided by the trip for doing an effective public relations job for American social work and that group members could prepare themselves more adequately for the trip if they were chosen a little earlier.

After some discussion of these points, it was suggested that she or Mr. Hoffer should attempt to discuss the matter informally with the staff of the German Diplomatic Mission in Washington. It was also suggested that a report be published in the Conference Bulletin so that members may know about this project of the German Government.

Evaluation of Annual Forum. The Executive Secretary reported on the evaluation of the Annual Forum and said that the analysis of the attendees has been completed. An article by Merris Cornell summarizing this analysis would be included in the Fall Bulletin.

Forum Activities Relating to Civil Liberties. Mr. Anderson reported on the developments which had taken place following the recommendation of the Executive Committee in November, 1952 concerning civil liberties. In accordance with the instructions of the Executive Committee, the President had called a meeting of representatives of the professional associations, which was chaired by Mr. Lindeman, to plan the content of a General Session at the 1953 Annual Forum dealing with civil liberties. This group had outlined a plan which had been forwarded to the Program Committee and had resulted in the General Session on Wednesday evening, June 3.

The Executive Secretary had presented to this meeting of representatives, in line with the decision of the Executive Committee, the question of whether it wished to take any action to ensure continued attention by the field to the issue. The group asked the Conference to convene a similar meeting of representatives at Cleveland to consider the question further.

Mr. Anderson said this second meeting had been called at Cleveland and the consensus of those present was that the Conference should not provide auspices for this type of activity in the future because it violated the forum function of the Conference. He indicated, however, that the group assembled did discuss the matter at some length and agreed that the issue was an important one and steps should be taken to assure that auspices were found.

Some members of the Executive Committee questioned this interpretation of the forum function of the National Conference and expressed their feeling that it was not outside the accepted field of the Conference's activity for it to encourage other organizations to take action on issues which the Executive Committee considered to be basic and in need of follow-up. After considerable discussion of the implications of these points of view, Subcommittee A was asked to add this question to its agenda and to prepare a recommended policy statement for consideration by the Executive Committee.

IV. Approval - Report of Subcommittees

1. Subcommittee A - F. Daniels, Chairman

a. Basic Problems and Issues in Social Welfare for Forum Consideration.

Mr. Daniels reminded the Executive Committee that at its meeting last May the members had considered a summary of basic problems and issues, which was originally prepared by the Joint Committee on Program Planning of the National Social Welfare Assembly and the Conference. At that time the Executive Committee had not been able to study the contents thoroughly, but it had decided that the summary should be forwarded to members of the Conference Program Committee for such use as they wished to make of it in planning the 1954 Annual Forum, and this had been done. Subcommittee A had been asked to consider what further steps should be taken by the Conference in refining the statement. The Subcommittee made the following recommendation:

The President should appoint a subcommittee of the Executive Committee to formulate an outline of basic problems and issues in the field of social welfare for Conference forum consideration in 1955. In the formulation of this outline the individual members of the Executive Committee should be solicited in advance for their suggestions. The subcommittee should report to the Executive Committee not later than its meeting in May, 1954, in order that the Executive Committee may at that time adopt such outline as it deems best for the ensuing year for transmittal to the Program Committee.

The retiring Program Committee should likewise be requested to submit to the Executive Committee at the same time those problems or issues which required continued forum discussions in the following year, as well as new problems or issues which the Program Committee feels should be considered during the following year.

This recommendation was adopted with the understanding that the subcommittee referred to would be Subcommittee A and that probably it would arrange to meet in Atlantic City prior to the meeting of the full Executive Committee.

b. Criteria for Guidance of the Program Committee. The Chairman recalled that at its May, 1953 meeting the Executive Committee considered a draft statement of "Criteria for the Guidance of the Program Committee" which was a summary of all material related to the Annual Forum program which appeared in various sections of the Study Committee Report. (See Attachment #1 for text.) The statement had been approved at that time to be used on an experimental basis by the 1954 Program Committee, and this was not being done. Subcommittee A had been asked to consider whether

the Executive Committee should give more detailed consideration to the draft than had been possible in May and perhaps adopt an official policy statement.

Mr. Daniels' reported that the Subcommittee felt the document was a useful one, but that since this was the first year of its use, it was probably too early to crystallize it in final form. Consequently, the Subcommittee made the following recommendation:

The statement of "Criteria" now in the hands of the Program Committee should be followed by a memorandum from the Executive Committee in which the Program Committee and its individual members would be advised that (1) this statement is neither fixed nor final; (2) the Program Committee's suggestions and comments are desired with respect to the statement's usefulness and applicability, with particular reference to program arrangements and/or content that would tend to make the Annual Forum have interest for the non-professional or lay leader type of participant.

This recommendation was approved and the staff was instructed to prepare and send such a memorandum in the name of the Executive Committee.

Mr. Daniels stated that in its discussion the Subcommittee had felt that if the statement of "Criteria" as it now stands were fully implemented several questions of basic policy might arise. The subcommittee therefore presented the following additional recommendation:

The Executive Committee should keep before it and consider three possible changes or adaptation of policy as follows: (1) a more carefully arranged program design which would assure sessions which would appeal to the social worker, others which would appeal to the laymen, and others which would appeal to both; (2) more clarity and perhaps revision in the presently stated policy that specialized and technical subject matter should be left to the province of the nation functional agencies and professional membership association (the Associate Groups); and (3) ways in which, by strengthening the forum function or otherwise, all material presented at Conference sessions could be focussed more effectively on basic social problems and issues as recognized from year to year.

There was general agreement among the members of the Executive Committee that these were important questions of policy to which further attention should be devoted.

c. Continuation of Common Service Committee on Professional Education. Mr. Daniels reported that the question of the continuation of this Committee had been raised in relation to the creation of the Council on Social Work Education. When the Committee was established, there was no single national organization representing the entire field which was concerned with the subject of professional education, whereas the Council was such an organization. In view of this situation, the Subcommittee made the following recommendation:

The Common Service Committee on Professional Education should be discontinued on the assumption that the Council on Social Work

Education is now in a position to provide the kind of general meetings in this subject area which are desired at the Annual Forum.

A new Common Service Committee to deal with the subject of planning conferences, institutes and meetings in social welfare should be established, following the pattern (number of members, method of selection, etc.) of the other Common Service Committees. The first meetings sponsored by this new Committee would be at the 1955 Annual Forum.

This recommendation was adopted.

d. Exhibitors. The Chairman reported that the Subcommittee had considered a supplementary list of prospects (4 commercial and 21 noncommercial) which the staff had submitted. Since no serious question was raised about any of them, the Subcommittee recommended their approval. The Executive Committee adopted this recommendation after asking that a few samples from the list be read (see Attachment #2).

e. Associate Group Assessments. Mr. Daniels said that the Subcommittee had had before it a report on the organizations which had pledged or paid an Associate Group assessment for 1954, with the amount in each case. This report indicated that progress was being made in gaining acceptance of the assessment by the Associate Groups, although not all the organizations had yet reached the minimum of \$100. The Subcommittee suggested that the staff should communicate individually with the organizations which were still below the minimum.

Six organizations had requested an exemption from the assessment for 1954, as follows:

American Federation of International Institutes
Council on Social Work Education
National Association on Service to Unmarried Parents
National Council on Naturalization and Citizenship
National Publicity Council for Health and Welfare Services
National Society for the Prevention of Blindness

In each case the requested was based on financial hardship. The Subcommittee recommended that the staff communicate with each organization urging payment of at least a token amount for 1954, with the understanding that none of the six would be refused status if no assessment were paid. This was approved by the Executive Committee.

f. Employment Service at the Annual Forum. The Chairman recalled to the Executive Committee that last year the Committee had voted that there should be a centralized employment service at the Annual Forum and that following this decision arrangements had been worked out for the U. S. Employment Service and cooperating state employment services to handle the project in Cleveland. Subcommittee A had been asked to consider to what extent the Conference should subsidize an employment service in 1954, since the U. S. Employment Service had asked for free space and facilities (office furniture, etc.). The staff estimated that the cost to the Conference would be between \$200 and \$300. The subcommittee

-6-

recommended that the Conference should assume this charge for 1954, with the understanding that following the Atlantic City Annual Forum there would be an evaluation of the project, including the question of sponsorship and financial support. This recommendation was approved by the Executive Committee.

g. Invitations to New Associate Group Prospects. Mr. Daniels reported that two new applications for Special Group status had been received, from the National Committee on the Social Aspects of Epilepsy (a new organization) and the Metropolitan Councils Conference of the Girl Scouts of the U.S.A. (an organization of representatives of Girl Scout councils in the large cities across the country). The Subcommittee recommended approval of the applications, and the Executive Committee adopted the recommendation.

Mr. Daniels said that the Subcommittee had studied the list of approved prospects for Associate Group status, all of whom had been invited to apply and had declined the invitation. The Subcommittee felt that further educational work was needed, particularly to clarify the role of an Associate Group which already had its own annual or biennial forum apart from the National Conference Annual Forum.

He reported that the staff had called to the attention of the Subcommittee the fact that representation of agencies in the field of group work, recreation and informal education is very limited among the present Associate Groups. The Subcommittee felt that the best approach to this problem might be a meeting with a group of representatives of these organizations and that this might be done through the Conference of National Agencies and Schools of Group Work and Recreation of the National Social Welfare Assembly and suggested that the staff investigate the possibility.

h. Definition of "Forum" Function of the Conference. Mr. Daniels reminded the Committee that during the course of the discussion of the Administrative Report (see Agenda Item No. IV), Subcommittee A had been asked to consider the role and responsibility of the National Conference of Social Work in relation to ensuring action in the field on issues which the Executive Committee considered of importance, particularly those which were being stressed in the Annual Forum program in any given year.

He reported that the Subcommittee had considered the question carefully and had prepared a statement of policy for consideration by the Executive Committee based on the concept "that a logical expression of the forum function of the National Conference is the invitation to appropriate groups to assume follow-up action responsibility on broad social issues of national scope, dealt with in the Conference forums." The statement went on to outline ways in which the Conference might discharge this role.

Mr. Pfeiffer presented another statement setting forth the general principle that it can be assumed that interested organizations will, on their own initiative, follow through and take action on policy issues raised in Conference sessions.

There was considerable discussion of these two principles with the feeling expressed by some members that the course of action proposed in the Subcommittee's report would take the Conference far beyond its traditional "forum" function. Others felt that the methods by which the Conference would implement the concept contained in the Subcommittee report were not spelled out clearly enough. It was finally agreed that the

Subcommittee should give further consideration to its report, bearing in mind the discussion at this meeting, and prepare a revised text for consideration by the Officers in March and by the full Executive Committee in May.

2. Subcommittee B - E. Sunley, Chairman

- a. Membership Promotion. Mr. Sunley recalled that in November, 1952, the Executive Committee agreed that \$1500 be set aside in a Special Projects Reserve for promotion of agency memberships in the Conference. Agency memberships are extremely important in ensuring an adequate budget for the Conference to carry out its program. After considering ways in which memberships might be promoted, the Subcommittee recommended that four regional committees - in San Francisco, St. Louis, Chicago and New York - be established for obtaining more agency memberships. The chairman of these committees should be appointed by the President and the Conference Office should provide the necessary staff services through the preparation of lists, by regions, of current member agencies as well as non-members. On the basis of such material, the committees would develop lists of likely prospects some of whom would be contacted by committee members and others by the national staff. Agencies of all levels - national, state, and local - would be considered and in the course of such committee activities, it is assumed that good prospective individual memberships would not be overlooked. This proposal was approved by the Executive Committee.
- b. Daily Bulletin. The Executive Committee on June 5, 1953, instructed the staff "to prepare a draft statement of guiding principles for the Daily Bulletin and to present it to the Committee at its November, 1953 meeting." The Chairman stated that after a great deal of discussion, the Subcommittee had come to the conclusion that (1) the Daily Bulletin is an important medium of communication and the Conference should encourage its wider use by affiliated and related groups; (2) only such material, announcements, and advertisements should be allowed which relate to the purpose and function of the Conference and its affiliated and related groups; and (3) where a question may arise as to the suitability of material, action be taken by the staff in consultation with officers of the Conference.

The Subcommittee also recommended that a statement be inserted in each Bulletin that the material therein does not imply Conference endorsement, and that rates for advertisements, as well as costs for announcements, may be obtained at the Conference headquarters. The Executive Committee approved these recommendations.

- c. Regional Institutes. On April 23, 1950, the Executive Committee authorized the staff "to proceed with selected state conferences on necessary negotiations to organize cooperatively, special meetings in any appropriate subject mutually agreed upon". Mr. Sunley reported that three separate institutes have been held. After reviewing the experience to date, the Subcommittee recommended that in these co-sponsored institutes (1) preference should be given to those which are held in conjunction with the regular annual meeting of a state conference; (2) the state conference should accept primary responsibility for the institute with the National Conference Staff serving in a consultative capacity; and (3) only two alternative plans for financing an institute be considered, namely: (a) the N.C.S.W.

and a state conference to share all profits or losses, or (b) a state conference to assume all costs and receive all income.

On the basis of the above proposals, the Subcommittee also recommended that the invitation from the Colorado Conference of Social Work for a jointly sponsored institute in October, 1954, be accepted. Both recommendations were approved by the Executive Committee.

d. Sale of Membership Lists. Mr. Sunley said the Subcommittee had been asked to consider the question of the sale of the Conference membership list. Since a small amount of income, \$300. in 1952, has been gained by preparing envelopes, at the rate of \$10. for each 1,000 names and addresses, for publishers and other legitimate groups, the Subcommittee recommended that (1) the recipients of this service be organizations approved by the Executive Committee for Associate Group, Special Group or Exhibit status; (2) the purpose of use be beneficial to the members rather than for their exploitation; and (3) material to be sent out to the members be approved by the staff.

In addition the Subcommittee recommended that the charge for this service be increased from \$10. to \$20. for each 1,000 names and addresses but that the staff be given discretion in determining charges if the agencies or organizations will have difficulty in meeting such costs. These recommendations were adopted.

e. Service Charges to Governmental Agencies in Lieu of Membership. On March 5, 1953, the Executive Committee instructed the staff to outline a program which would enable public departments and agencies to participate financially in the Conference. This problem had been presented to the Executive Committee because it was reported that many governmental agencies cannot legally pay for a membership but could re-inburse an organization, such as the Conference, for specific services.

Mr. Sunley reported that after considerable discussion of this problem the Subcommittee recommended (1) that such groups be asked to pay \$100. - \$200. a year for a Conference service, and (2) that this service include all the privileges extended to Class A Agency members plus any additional services which may seem appropriate. (Class A members have all the privileges of a Regular Individual member plus the right of twenty staff or board members to a special annual meeting registration fee with a \$4.00 reduction).

f. Review of Present Membership Rates. The Subcommittee recommended that the staff undertake a review of the present membership rates and services, and report back to the Executive Committee on needed adjustments or proposed changes. These recommendations were approved.

g. Operation Q. The Chairman said the Subcommittee had been asked to consider some of the implications of data received from Operation Q, a study design (1) to provide basic data on the 1953 Annual Meeting registrants; and (2) to provide a basis for determining the extent to which the first objective of the Annual Meeting was being achieved, namely, "to provide a medium for the interchange of ideas and techniques between laymen and professional workers, sectarian and non-sectarian groups, social groups, specialties within the field and public and voluntary agencies". A summary report

prepared by Merriss Cornell of Ohio State University, had been circulated to the Subcommittee.

Mr. Sunley indicated that the Subcommittee members were greatly impressed by the significance of this report, but because of inadequate time, could not give it the kind of discussion which it merited. They had therefore tried to focus on some suggestions which would strengthen weaknesses as evidenced by this study. In this connection, they had discussed the obvious lack of "lay" participation in the Annual Forum, the need to increase participation from the tax-supported agencies, the excessive number of new attendees each year, and the fact that the registration fees for both members and non-members do not begin to cover the cost of the Annual Forum. This latter point was explored considerably and the Subcommittee recommended that a special committee be appointed to explore the possibility of increasing the registration fees so that they will more nearly cover the actual cost of the Conference program.

After considering this recommendation, the Executive Committee voted to increase the registration fee for non-members for 1954 to \$7.00 (see report of Subcommittee D).

h. N.C.S.W. Award. The Subcommittee recommended that the National Conference of Social Work sponsor the giving of awards for outstanding and creative contributions to human welfare, the awards to be given at the time of the Annual Forum. The purpose of giving the awards is not merely to recognize achievement but to call attention to the significant social problems of our times, important research findings that may lead to their prevention, and outstanding achievements in helping to solve them.

The following procedures and policies in establishing the awards were recommended to the Executive Committee:

- (1) Awards may be given to individuals and/or groups. Recipients need not be members of the social work profession or of the National Conference. Emphasis shall be placed on searching out younger workers.
- (2) Awards shall be given only when outstanding recipients are available. When indicated, three awards will be given at each Annual Forum: One for outstanding contributions in administration or procedure; the second in research, including research in basic sciences; and the third, for unusual contributions in advancing social welfare concepts.
- (3) The selection of the recipients shall be put in the hands of an Awards Committee of nine members appointed by the President. The members shall serve overlapping terms, but no member shall serve more than two consecutive three-year terms. The chief criterion in selecting them is that they be persons of outstanding ability and judgment. Some consideration should be given to achieving balance on the committee among persons from universities, foundations, leading practitioners and administrators, research workers in the social and related sciences, and representative laymen. There need be no particular effort to have all geographic sections represented.

The members of the National Conference as individuals or groups shall be asked to nominate possible recipients, but the final decision lies entirely in the hands of the Awards Committee.

- (4) The public relations value of the awards should be stressed. Every effort should be made to publicize them since they provide an excellent opportunity for telling the public what the principle current social welfare problems are, what can be done to solve them, and what further works need to be done to prevent their continuance.
- (5) The Officers of the National Conference should seek financial aid to establish the awards on a sound base, with particular emphasis on having funds available for a meeting of the Awards Committee and appropriate publicity.

The proposal was approved in principle by the Executive Committee and the President was instructed to appoint a small committee to devise ways and means of financing.

3. Subcommittee C - H. Trecker Chairman

Mr. Trecker reported that the Subcommittee had reviewed the entire publications program of the Conference and made the following observations and recommendations:

- a. Publication of Social Welfare Forum. The present procedure seems to be quite satisfactory and should be continued.
- b. Selected Papers. The publication of these papers presents several problems:
 - (1) Publication date has been too late.
 - (2) Paper bindings make books practically unacceptable by libraries.

To overcome these difficulties the Subcommittee recommended that negotiations be entered into with the Columbia University Press to publish these two volumes in 1954 in hard paper over board covers at a cost of \$2.25 per volume; that one editor be appointed for each volume with an honorarium. The appointment for the editors would be made by the President with the advice of the Section Chairmen. The amount of honorarium not to exceed \$250. was suggested as a guide. The Subcommittee discussed the policy of editorship to be established and suggested that it be understood that no substantive editing be done without the consent of the author.

These proposals were approved.

- c. Publications Committee. The Subcommittee also recommended that a permanent committee be appointed by the President to review, analyze and study the publications program and consult with the staff in carrying out the various phases of it. It was agreed by the Executive Committee that this Subcommittee should constitute such a committee.
- d. Publication of Master's Thesis. It was recommended that the Conference should not undertake to publish the master's thesis written by Monna Heath because of the financial obligation entailed and because of the precedent which would be set for publishing similar works. It was recommended and approved, however, that the annotated bibliography of papers on community organization should be duplicated and distributed by the Conference.

e. Conference Bulletin. It was recommended by the Subcommittee that the Bulletin be continued essentially as a house organ but that its contents be more personalized and informal and its format be re-done in a more attractive manner. The recommendation was approved.

4. Subcommittee D - A. Mandel - Chairman

a. Financial Statement for 1953. Mr. Mandel pointed out that figures for the 1953 budget were presented in Attachment #3 of the agenda. These figures were based on actual expenditures for the first nine months and estimated expenditures for the last quarter of the year. Attachment #3 of these minutes contains final figures for 1953.

b. 1954 Budget. Mr. Mandel reported that in 1954 it is estimated that there would be \$118,805. Income and \$118,536. Expenditures. This would be an increase of about \$4,000. over the 1953 budget. There is, however, no significant change in the 1954 budget over that of 1953, the increases being scattered throughout the budget items, including scheduled increases in staff salaries.

Mr. Mandel said that in order to understand the 1954 budget, it is necessary to look at the plans for 1955 when the financial status of the Conference may be in a precarious position because of the location of the 1955 Annual Forum in San Francisco. This budget indicates an excess of Expenditures over Income of \$12,000. which can be met by the Annual Forum Reserve. In order to decrease this gap, it was recommended by the Subcommittee that registration for the Annual Forum for non-members be increased from \$6.00 to \$7.00 beginning with the 1954 Annual Forum.

This recommendation was approved. In line with this decision the Subcommittee recommended that the 1954 estimated income be increased and some income be earmarked for the Annual Forum Reserve. The 1954 budget was approved with these changes.

In order to meet the additional expenditures required for the printing of Selected Papers as recommended by Subcommittee C, it was moved and seconded and the motion carried that \$1400. be taken from the Publication Reserve of \$1500. to print the Selected Papers in 1954.

c. 1955 Budget. Mr. Mandel said that the budget for 1955 needed to be approved in general for presentation to the National Budget Committee in April, 1954. This budget was approved in total without specific consideration of the individual items.

d. Fees for Agency Memberships. The Subcommittee recommended that the staff study the implication of eliminating reduced registrations for agency members and a revision upward of the cost for agency memberships, and make a report to the Executive Committee at the May meeting for their consideration.

This proposal was adopted.

e. Recommendation to Staff Personnel Committee. The Subcommittee reported that most of the staff members were now in their top level of salary for their grade and recommended that the Staff Personnel Committee reconsider

the salary status of the staff and report to the Executive Committee at the May meeting. It was also recommended that the Staff Personnel Committee revise and bring up-to-date the Personnel Manual of the National Conference. These recommendations were approved by the Executive Committee.

f. Constitutions and By-Laws of the National Conference. Mr. Potter reported that the National Conference of Social Work was originally incorporated in the State of Illinois and a later incorporation was made in the State of Ohio. There are no by-laws of the organizations. He said that after consideration of the Constitution of the organization, he saw no need for an drastic change in the present set-up since the Constitution includes the necessary provisions for operation of the Conference.

g. Selection of Philadelphia - 1957 Annual Forum. The Subcommittee considered two sites for the 1957 Annual Forum, namely, Atlantic City and Philadelphia. Philadelphia was recommended by the Subcommittee because of the following major advantages: (1) a strong sponsoring committee with resources and facilities which are greater than can be provided by Atlantic City or the New Jersey Welfare Council; (2) a greater impact of the Conference on the local community with the possibility that the Annual Forum will help social welfare in one of the major cities; (3) present estimates of costs of meeting facilities and services indicate that they will be less in Philadelphia.

The recommendation was approved by the Executive Committee.

h. Miscellaneous Items. The Subcommittee recommended that the General Fidel bond covering the Treasurer and others having access to money, be increased from \$20,000. to \$50,000. This recommendation was approved.

The Executive Secretary presented a functional cost analysis of the 1954 expenditures using seven services and activities as cost centers. He indicated that the staff hoped to be able to report regularly to the Executive Committee in this manner in the future.

V. Consideration - Report of Program Committee

The President presented the highlights of the plans of the Program Committee for the 1954 Annual Forum and called attention to the summary of the October 3 Program Committee meeting which had been distributed with the agenda. He reminded the committee that, subject to the general authority of the Executive Committee, the Program Committee has supervision over the program of the Annual Forum.

Mr. Potter asked particularly for suggestions of speakers for the General Sessions whose programs were not yet finalized. He pointed out that one General Session, on Wednesday morning, May 12 would not be planned until January, in order to have a spot in which to take up whatever might appear to be the most important question or issue at that time. A number of questions were raised by members of the Executive Committee about the plans for the Monday morning General Session tentatively called "Government's Responsibility for Social Welfare." It was suggested that this session would probably need to be considered in relation to the Wednesday morning meeting, since it seemed likely that the most important issue in 1954 would be related to the subject of the government's responsibility in the field of social welfare. Several specific suggestions of speakers were made to be passed on to the Program Committee.

There was no detailed consideration of the plans of the Sections and Common Service Committees. However, the hope was expressed by several Committee members that the Program Committee would keep in mind the points concerning the inclusion of controversial and vital issues which had been transmitted to the 1953 Program Committee by the Executive Committee a year ago.

VI. Other Business

The President made an informal proposal that the Conference should consider establishing a new category of membership for corporations. The Executive Committee discussed it briefly and authorized the President and staff to draft a plan which could be implemented early in 1954.

There was no other business and the meeting was adjourned.

VII. Time and Place of Next Meeting

The following schedule of meetings were approved for 1954:

Officers and Chairman of Subcommittees (A, B, C, and D) New York City
March 22, 1954

Executive Committee	Atlantic City	May 9, 1954
Annual Meeting of Members	Atlantic City	May 12, 1954
Executive Committee	Atlantic City	May 14, 1954
Executive Committee	Columbus (tentative)	November 12 and 13, 1954 (tentative)

Respectfully submitted,

Harleigh B. Trecker,
Secretary

Minutes
Attachment #1
November 20, 1953

EXECUTIVE COMMITTEE - MEMORANDUM NO. 58

Criteria for the Guidance of Program Committee

The Statement presented below has been approved by the Executive Committee for the use and guidance of the Program Committee in planning the program of the 1954 Annual Meeting. This statement consists of material in the Study Committee Report (see January, 1949 Conference Bulletin) with slight textual changes. No substantive matter has been added to what already exists in the Study Committee Report.

Statement

1. The meeting arranged by the Conference Program Committee should emphasize generic and basic subject matter, leaving to national functional agencies and professional membership associations responsibilities for specialized and technical subject matter.

Note: The final decision as to whether subject matter should be included in regular Conference sessions should be based on whether it is of sufficient interest and importance to warrant a general audience.

2. The program of the Annual Meeting should provide for the following:
 - a. Critical examination of basic social welfare problems and issues;
 - b. Consideration, appraisal and discussion of current economic and social conditions affecting the field of social welfare;
 - c. Reporting of accomplishments and undertakings;
 - d. Submitting the results of studies and research;
 - e. Raising questions, offering ideas, suggestions and recommendations which may be used by interested organizations as a basis for the formulation of platforms and the endorsement of specific proposals.
 - f. Sharing of experience.
3. In selecting subject matter for inclusion in the program of the Annual Meeting, the Program Committee should consider the extent to which it will help in achieving one or more of the following objectives of the Annual Meeting:
 - a. To provide a medium for the interchange of ideas and techniques between laymen and professional workers, sectarian and nonsectarian groups, racial groups, specialties within the field and public and voluntary agencies;
 - b. To assist in improving standards of performance in social welfare and to increase the effectiveness of individual agencies;
 - c. To develop a better public understanding of welfare problems, needs social welfare objectives, programs and methods;

(over)

- d. To develop citizens' support of and participation in social welfare activities;
- e. To emphasize the common elements present among workers and organizations concerned with social welfare programs and services;
- f. To assist in sustaining morale among volunteer and paid workers of social welfare organizations;
- g. To provide a chronological and cumulative record of basic developments in the field of social welfare.

4. It is not practicable to cover all aspects of the field of social welfare and all the special interests in each Annual Meeting, and the Program Committee should not attempt to do so.

5. In planning program content, the Program Committee should keep in mind that the Annual Meeting audience consists of:

- a. Individuals operating at all levels of responsibility, i.e. practitioners, supervisors, consultants, administrators, board members;
- b. Individuals operating at all geographical levels, i.e. rural, small communities, large communities, state, regional, national and international;
- c. Individuals operating in agencies under public and voluntary auspices;
- d. Paid and volunteer workers;
- e. Professionally trained and non-professional workers.

6. In planning Section programs, the Program Committee should attempt to cover the subject matter which would normally fall under the headings of (1) Services to Individuals and Families, (2) Services to Groups and Individuals in Groups, and (3) Services to Agencies and Communities. In addition, attention should be given by each Section to:

- a. Social welfare in special settings, e.g. courts and law enforcement, church, business and industry, formal education, health (hospitals, clinics), public programs (unique aspects), housing;
- b. Special problem areas (requiring a multi-functional approach), e.g. Americanization and resettlement, the aged, children, physically handicapped, youth, veterans, minority groups, migrants and transients, unmarried parents, rural services (unique aspects), alcoholics, delinquency and crime, civilian defense and disaster relief.

7. In planning Common Service Committee programs, the Program Committee should bear in mind that these sessions are not for the specialists in the various fields but are to cover subject matter which should be known and of concern to everyone in the field no matter what their specialty or level of operation.

Minutes
Attachment #2
November 20, 1953

EXECUTIVE COMMITTEE - MEMORANDUM NO. 58

Supplemental List of Exhibit Prospects

1. Blanket approval to state governmental and voluntary organizations in New Jersey which may be approved by the New Jersey Welfare Council and which may not come under the general category of state welfare departments which were approved in May.

2. COMMERCIAL PROSPECTS

American Dry Milk Institute, Inc.
National Dairy Council
Subscribers Corporation
Fable Carroad, Banball

3. NON-COMMERCIAL PROSPECTS

American Group Therapy Association
The American-Korean Foundation
American Neurological Association
American Nurses' Association
American Orthopsychiatric Association
American Psychoanalytic Association
American Psychological Association
American Psychosomatic Society
Association for the Aid of Crippled Children
Association Press (National Board, Y.M.C.A.)
Menninger Foundation
National Committee on Social Work in Defense Mobilization
National League for Nursing
National Multiple Sclerosis Association
National Tuberculosis Association
Northville State Hospital, Northville, Michigan
Pan American Union
Public Affairs Pamphlets
Society for Applied Anthropology
Society for the Psychological Study of Social Issues

Minutes
Attachment No. 3
January 25, 1954

NATIONAL CONFERENCE OF SOCIAL WORK

Executive Committee

Financial Report for 1953 and Budgets for 1954 and 1955

The 1953 Financial Report and the 1954 and Tentative 1955 budgets were approved by the Executive Committee. It was proposed that we follow our custom of presenting the budget to the National Budget Committee for its consideration in March, 1954. Therefore a 1955 Budget is presented at this time.

In general, the Conference had a good financial record for the year and closed the fiscal period in excellent condition. Prospects for 1954 also look good, but our present estimate for 1955 with our Annual Forum in San Francisco needs special consideration and attention.

The estimate for the 1955 income is \$112,934 (170 d). This amount is \$2721.00 below our 1953 income because of the anticipated drop in income in the two items:

120 Registration Fees	\$8,873.
140 Exhibits	<u>5,352.</u>
	\$14,225.

An anticipated increase of approximately \$10,150. in item #110 - New Memberships, and small increases in other items help to reduce the loss from the above two figures.

(Note: The anticipated drop in attendance fees is accounted for by two factors: (a) lower attendance and (b) the transfer of \$4.00 of each \$7.00 non-member payment to new memberships.)

The estimate for the 1955 expenditures is \$124,858.00 (260 d). This amount is \$9,113.18 above our 1953 expenditures because of the anticipated increase in the following items:

200 Salaries and Wages	\$5,495.70
220 Travel and Per Diem	3,383.68
230 Rentals	<u>3,304.21</u>
	\$12,183.59

The increase in item #200 - Salaries and Wages is primarily due to the normal automatic salary increases and an increase of payment for retirement. The Executive Committee adopted the present "Pay Plan" in 1950. Cost-of-living increases totaling 10% were approved in 1951-52. The plan includes five steps beyond the minimum step with a 25% spread between the minimum and maximum for each grade. The Plan will have been in operation for five years in 1955 and therefore most salaries will reach the maximum at that time.

The anticipated increases in the other items are due directly to the holding of the Annual Forum in San Francisco and the increased costs of transportation, meeting rooms and other facilities.

Therefore, we anticipate an operating loss of approximately \$12,000. for the fiscal year ending December 31, 1955. This loss can be met by using our entire Reserve for Annual Meeting. A portion of this Reserve might be retained if we can increase our efforts to secure new members, additional Annual Forum registrations and full participation from our Associate Groups.

The 1954 and 1955 Budgets as presented assume that the program and policies described in "Facts about the National Conference of Social Work" will be carried out with no basic changes, and therefore no major new expenditures are being proposed at this time.

The Conference office has been experimenting with defining its activities by "service functions" and estimating the costs for each of the functional categories. The project has a two-fold purpose: (a) to show the proportionate value which the Conference places upon its different activities, and (b) to determine the full costs of specific services and activities. The tentative definitions are estimates for 1953 are as follows:

	<u>Amount</u>	<u>%</u>
a. <u>Annual Forum Administration</u>	\$49,915.19	43.2
	Includes: Final Program Audio-Visual Aids Program; Program Planning for N.C.S.W. and A.G.'s; Promotion of Annual Meeting; Press Relations; Combined Book Exhibit; Registration Costs of Annual Forum	
b. <u>Membership Promotion and Processing</u>	16,623.13	14.4
c. <u>Membership Participation</u>	8,283.01	7.1
	Includes: Election Process and Executive Committee expenses	
d. <u>Publication Program</u>	18,771.21	16.2
	Includes: Official Proceedings, Conference Bulletin and Selected Papers	
e. <u>Services to State Conference</u>	5,535.64	4.8
	Includes: Regional Meetings, Secretariat	
f. <u>International Social Welfare</u>	11,805.59	10.2
	Includes: Services rendered to I.C.S.W. Secretariat and international welfare activities of the N.C.S.W.	
g. <u>Miscellaneous and General</u>	4,739.14	4.1
Total	\$115,672.91	100.

It is our hope to make the functional cost analysis part of our financial reporting procedures and to develop a simple process to determine "total costs" for each of our major activities and services.

Explanatory Notes

The Executive Committee is referred to the Explanatory Notes accompanying the Financial Report and Budgets for additional data on specific projects and activities which are included in the financial report and budgets.

January 15, 1954

NATIONAL CONFERENCE OF SOCIAL WORK

Statement of Financial Condition

December 31, 1953

00 Cash Balance, January 1, 1953	\$10,349.02
10 Receipts - January 1 - December 31, 1953	<u>115,685.18</u>
20 Total Cash Balance and Receipts	\$126,034.20
30 Expenditures - January 1 - December 31, 1953	
30.1 Expenses	\$115,672.91
30.2 From Reserves	1,480.91
	<u>117,153.82</u>
40 Cash Balance, December 31, 1953	\$ 8,880.38

Assets

Cash Balance, December 31, 1953	\$ 8,880.38
Investments and Savings	
U. S. Savings Bonds, Series G	\$ 9,000.00
Savings	<u>25,037.92</u>
	34,037.92
Accounts Receivable	
Bruno Book	\$ 273.45
Annual Forum Collectable Accounts	<u>172.50</u>
	445.95
Total	\$ 43,364.25

Liabilities, Reserves and Operating Fund

Accounts Payable	\$ 273.45
Reserves <u>1/</u>	
a. Annual Forum Reserve	\$ 12,000.00
b. Contingency Reserve	10,000.00
c. Life Membership Rotating Fund	2,200.00
d. Publications Reserve	1,676.12
e. Eduard C. Lindemann Memorial Fund	2,726.55
f. Special Projects Reserve	<u>3,842.97</u>
	32,445.64
Operating Fund	<u>10,645.16</u>
Total	\$ 43,364.25

Book Value of Furniture, Fixtures and Equipment, December 31, 1953 \$ 11,100.39
1/ The sum of \$2,663.63 was transferred from the Operating Balance to specific Reserves as of 12/31/53. (See explanatory notes, page 7.)

RECEIPTS

Items - N.C.S.W.	1953 Budget	1953 Actual	1954 Budget	1955 Budget
	a	b	c	d
100 MEMBERSHIP RENEWALS (Total)	\$53,678.00	\$52,970.48	\$54,535.00	\$54,684.00
101 Individual	24,680.00	* 21,695.48	* 23,531.00	* 23,648.00
102 Agency	26,798.00	27,275.00	26,604.00	26,136.00
103 State Conference	400.00	380.00	400.00	400.00
104 Assoc. Group Assessment	1,800.00	3,620.00	4,000.00	4,500.00
110 MEMBERSHIPS NEW (Total)	\$ 8,050.00	\$ 9,165.00	\$ 7,100.00	\$ 8,200.00
111 Individual	6,000.00	* 7,852.00	* 15,500.00	* 16,100.00
112 Agency	850.00	1,163.00	1,500.00	2,000.00
114 Assoc. Group Assessment	1,200.00	150.00	100.00	100.00
120 REGISTRATION FEES (Total)	\$18,512.00	* 19,373.00	* \$13,750.00	* \$11,500.00
121 Members		6,306.00		
122 Non-Members		11,990.00		
123 One and Two Day		1,010.00		
124 General Sessions		67.00		
130 PUBLICATIONS (Total)	\$10,450.00	\$ 9,930.56	\$10,050.00	\$ 9,350.00
131 Bulletins	100.00	80.25	100.00	100.00
132 Proceedings & Sel. Papers	4,350.00	4,005.31	4,150.00	4,150.00
133 Annual Forum Program	3,000.00	2,619.00	2,400.00	2,000.00
134 Daily Bulletins	750.00	844.00	800.00	600.00
135 Books	2,150.00	2,380.60	2,600.00	2,500.00
136 Special Reports, etc.	100.00	1.40		
40 EXHIBITS (Total)	\$14,575.00	\$13,852.05	\$13,500.00	\$ 8,500.00
141 Non-Commercial	9,000.00	11,061.75	* 10,500.00	* 6,000.00
142 Commercial	1,000.00	810.00	* 1,000.00	500.00
143 Combined Book Exhibit	*4,575.00	1,980.30	2,000.00	2,000.00
50 CONTRIBUTIONS (Total)	\$ 500.00	\$ 211.50	\$ 100.00	\$ 100.00
151 Individual		11.50		
152 Life Memberships	500.00	200.00	100.00	100.00
60 MISCELLANEOUS (Total)	\$10,688.00	\$10,182.59	\$11,770.00	\$10,600.00
161 Interest	700.00	908.58	800.00	800.00
162 Other	400.00	823.10	300.00	300.00
163 I.C.S.W.	9,588.00	*8,450.91	*10,670.00	*9,500.00
TOTAL	\$116,453.00	\$115,685.18	\$120,805.00	\$112,934.00

See Explanatory Notes

EXPENDITURES

Items - N.C.S.W.	1953	1953	1954	1955
	Budget	Actual	Actual <u>1/</u>	Budget
	a	b	c	d
200 SALARIES AND WAGES (Total)	\$50,804.00	*\$47,849.30	*\$52,576.00	*\$53,345.00
201 Professional	24,885.00	25,100.15	25,537.00	25,778.00
202 Sec. and Clerical	21,149.00	19,851.01	22,686.00	22,839.00
203 Maintenance & Custodial	920.00	326.65	800.00	800.00
204 Retirement	3,700.00	2,432.19	3,403.00	3,778.00
205 Other	150.00	139.30	150.00	150.00
210 ADMINISTRATIVE SERV. (Total)	\$32,650.00	\$34,978.44	\$34,150.00	\$33,650.00
211 Tel. & Tel.	800.00	1,047.15	1,000.00	1,000.00
212 Postage	4,250.00	4,754.64	4,250.00	4,150.00
213 Office Supplies	2,250.00	2,488.51	2,500.00	2,250.00
214 Express - Hauling	1,250.00	1,390.43	1,100.00	1,200.00
215 Office Printing - Mimeo	6,550.00	6,851.67	* 7,750.00	7,500.00
216 Printing - Other	17,550.00	*18,446.04	17,550.00	17,550.00
220 TRAVEL AND PER DIEM (Total)	\$11,465.00	\$11,741.32	\$12,275.00	*\$15,125.00
221 Staff	4,400.00	* 5,081.88	4,775.00	* 6,525.00
222 Program Committee	2,600.00	1,167.86	2,600.00	2,600.00
223 Nominating Committee	300.00	312.71	300.00	300.00
224 Editorial Committee	350.00	349.78	350.00	500.00
225 Executive Committee	3,120.00	3,176.82	3,000.00	3,000.00
226 Other	695.00	1,072.27	1,250.00	*2,200.00
230 RENTALS - INSURANCE (Total)	\$13,875.00	\$14,963.79	\$15,140.00	\$18,268.00
231 Office	5,900.00	* 4,787.90	5,236.00	5,236.00
232 Insurance	325.00	178.52	360.00	960.00
233 A.F. Rental and Other	7,650.00	* 9,996.91	* 9,544.00	*12,072.00
240 EQUIPMENT - FURNISH'G (Total)	\$ 3,719.00	\$ 3,758.71	\$ 2,795.00	\$ 1,870.00
241 Repairs - Replacements	620.00	378.48	920.00	770.00
242 New	3,099.00	* 3,380.25	1,875.00	1,100.00
250 MISCELLANEOUS (Total)	\$ 2,700.00	\$ 2,381.33	\$ 2,600.00	\$ 2,600.00
251 Books	1,750.00	1,686.48	1,800.00	1,800.00
252 Subscriptions & Adv.	650.00	259.55	500.00	500.00
253 Other	300.00	435.30	300.00	300.00
260 TOTAL	\$115,213.00	\$115,672.91	\$119,536.00	\$124,858.00

* See Explanatory Notes

1/ The N.C.S.W. spent \$8,450.91 on behalf of the International Conference of Social Work Secretariat during 1953, which is included in the various items in this column. See item #163 for reimbursement.

EXPLANATORY NOTES ON FINANCIAL REPORT FOR 1953
AND BUDGETS FOR 1954 and 1955

Statement of Financial Condition

Reserves: (Expenditures subject to Executive Committee Action)

	<u>1952</u>	<u>1953</u>	<u>Total</u>
a. <u>Annual Meeting Reserve</u>	\$10,000	\$2,000	\$12,000
Purpose: to meet unusual operation expenses due to the rotation of the Annual Meeting			
b. <u>Contingency Reserve</u>	\$10,000	None	\$10,000
Purpose: to meet a financial crisis resulting from unforeseen incidents, e.g. transportation and hotel strikes during Annual Meeting, etc.			
c. <u>Life Membership Rotating Fund</u>	\$ 2,000	200	\$ 2,200
Purpose: for services and equipment to improve the Conference program and income			
d. <u>Publication Reserve</u>	\$ 2,500	-823.88	\$ 1,676.12
Purpose: for special Conference publications			
e. <u>Eduard C. Lindeman Memorial Fund</u> (formerly the Social Science Project)	\$ 2,262.92	463.63	\$ 2,726.55
Purpose: to bring about a closer collaboration between social science and social work			
f. <u>Special Projects Reserve</u>	\$ 4,500.00	-657.03	\$ 3,842.97
Purpose: the amount of \$3,000. was designated for analysis of attendees at the Annual Meeting, analysis of membership and formulating basic issues needing forum treatment. An additional \$1,500. was assigned a proposed national membership committee to promote agency memberships			

Receipts

100 Membership (Renewals) Columns c and d (1954 and 1955 Budgets)

The renewal figures are estimated as follows:

101 Individual (1954 Budget)	1954 renewables	x 78%
101 Individual (1955 ")	1955 "	x 75%
102 Agency (1954 ")	1954 "	x 96%
102 Agency (1955 ")	1955 "	x 93%

We are anticipating a 3% greater turnover during 1955 because of the Annual Forum being held on the West Coast that year.

The number of delinquent members (individual and agencies) as of September 30, 1953 was the highest it has been since 1950.

<u>Year</u>	<u>Number</u>	<u>Percent of renewals to renewable</u>
1950	941	78%
1951	1136	77%
1952	no figures available	
1953	1504	73%

A special study has been made to determine the reason for this situation and definite steps will be taken to attempt to reduce this figure.

111 New Memberships (Individual) Columns b and d

The income of \$7,852. from new individual memberships compares favorably with previous years. The income from new members for the past five years was:

1949	\$5,014
1950	5,985
1951	5,437
1952	8,595
1953	7,852

Our estimate for 1955 (Column d) is \$16,100. which is considerably above any of the previous five years. On the basis of our 1947 Annual Meeting experience on the West Coast when an extensive membership drive was held, this figure should be an attainable goal. During 1947, about 1800 new individual members were secured in promotion for the San Francisco meeting. Translating these figures into our present membership rates it would total approximately \$11,000.

The recent decision to raise the non-member registration fee from \$6.00 to \$7.00 actually means that the individual will be paying for a \$4.00 associate membership plus \$3.00 registration fee normally paid by a member.

120 Registration Fees - Columns b, c, and d

The registrations and average fee for the past five years plus our estimates for 1954 - 55 are:

	<u>Registration</u>	<u>Average Fee</u>	<u>Total Registration Income</u>
Cleveland, 1949	4812	\$3.55	\$17,113
Atlantic City, 1950	5583	3.50	19,516
Atlantic City, 1951	5112	3.33	17,005
Chicago, 1952	7126	3.67	26,121
Cleveland, 1953	5231	3.70	19,373
Atlantic City, 1954 (part)	5500	2.50	13,750
San Francisco, 1955 (part)	4600	2.50	11,500

142 Commercial Exhibits

The Executive Committee approved the inclusion of commercial exhibits in the Conference Exhibit Program for the 1949 Annual Meeting. However, we have had little success in securing and holding commercial concerns. Special attention must be given to this program if we are to secure substantial income from commercial exhibits.

143 Combined Book Exhibit Column a

The figure of \$4,575 (1953 Budget) included a \$3,000 item for the Traveling Combined Book Exhibit (which the Executive Committee approved at its November, 1951 meeting) plus \$1,575 for the Combined Book Exhibit at the 1953 Annual Meeting. However, we did not initiate the traveling CBE in 1952-53 because of the pressure of other duties and the technical problems involved. It has been agreed that we will not consider this project in 1954 or 1955 for the reasons stated above.

163 International Conference of Social Work - Columns b, c and d

The figure of \$8,450.19 represents the income received from the I.C.S.W. for reimbursement for services rendered during 1953. This amount includes those normal expenditures for staff, administrative services and other charges (including 50% of the New York Office expenses) which the N.C.S.W. provided from its regular operating expenditures. In 1954, it is estimated that the service charge will be \$10,670 and in 1955 it will be \$9,500.

Expenditures

200 Salaries and Wages - Columns b, c and d

The following approved positions are included in the 1954 and 1955 budgets.

201 Professional and Administrative

Executive Secretary
Assistant Executive Secretaries (2)
Public Relations Consultant (part time)
Social Research Consultant (part time)
Financial Consultant (part time)

202 Secretarial and Clerical

Administrative Assistant II
Administrative Assistant I (2½)
Secretary
Secretary-Stenographer
Membership Clerk
Clerk-Typist
Secretarial Assistance (part time)

The position classifications and pay rates are included in the Personnel Manual.

215 Office Printing Columns c and d

The increase of approximately \$900.00 for 1954 and \$650.00 for 1955 represents additional costs for the I.C.S.W. for which the N.C.S.W. will be reimbursed. See also note under #242.

221 Travel and Per Diem Staff Columns b and d

The over-spending of \$681.88 in this item (1953) results from additional travel because of the illness and death of the Conference President and our inability to open the New York office until July. The increase in the 1955 budget is for the additional costs for transportation of the staff to San Francisco for the Annual Meeting.

226 Travel and Per Diem Other Columns c and d

This item includes the \$600 approved by the Executive Committee for non-social work speakers on the Annual Meeting program as well as the travel and hospitality expenses of the General Sessions speakers.

233 Rentals - Other (Annual Meeting Facilities) Columns b, c, and d

The over-spending of \$2346.97 in this item results from unexpected charges in Cleveland for the Auditorium facilities. The figure of \$12,072 for 1955 represents the high costs in San Francisco for meeting rooms and exhibit space.

242 Equipment Item #242 Column b

The Executive Committee approved the purchase of a Vari-typer in 1953, (using \$300 from current expenditures and \$2200 from the Life Membership Fund) to enable the Conference to do its own composition and thereby cut down the expenses for item #215 "Office Printing". After considerable study, it was felt that such a complicated machine was not practical at this time. However, an IBM electric typing machine was purchased and the Conference office plans to experiment during 1954 to determine whether some savings can be made in Item #215.